

State of Nevada
BOARD OF EXAMINERS FOR SOCIAL WORKERS
4600 Kietzke Lane- C-121
Reno, NV 89502
(775) 688-2555

**Application for Accreditation of Material for
Continuing Social Work Education**

Program Title _____

Date and Time _____

Location _____

Number of Contact Hours Requested _____

Intended Audience _____

Give a brief description of the purpose of this program and how it applies to the practice of social work.

Name of Person Submitting Application _____

Agency Affiliation _____

Address _____

City State Zip

Phone _____

Is this program to be offered ____ one time only ____ various times

Is this program available to ____ all social workers ____ specific agencies only.

CE Committee Use Only

Program Number _____ Reviewer(s) _____ Date _____

Approved ____ Contact Hours _____ Expiration Date _____

Pending ____ Required Items _____

Denied ____ Reason _____

General Requirements for Program Approval

1. Must be provided by a competent instructor as demonstrated by his educational, professional and teaching experience;
2. Must contain current educational material concerning social work and be applicable to the practice of social work;
3. Must be of professional quality;
4. Must be appropriately designed for instructional purposes; and
5. Must include a written evaluation of the content and presentation of the course or program and its relevance to social work

The Following Must Accompany All Applications

- _____ Detailed time schedule.
- _____ Detailed program outline.
- _____ Statement of educational objectives of the program that are specific to the practice of social work.
- _____ Instructor's/speaker's resumes.
- _____ Sample of Consumer feedback/evaluation form.
- _____ Sample Certificate of completion.

Note: Applications for continuing education accreditation will not be reviewed for accreditation until all of the items listed above are received.

Please be aware that a continuing education hour for social workers is equivalent to a 60-minute hour. Time is counted in 15-minute increments. Continuing education credit may only be given for time actually engaged in continuing education appropriate for social work. A 15-minute break is required every 2 hours. Registration, breaks and lunch may not be included in the hours approved. Time for breaks and lunch will automatically be deducted if not included on the time schedule.

A list of licensed social workers who completed the program and received a certificate must be provided to the board office within 30 days after the presentation of the program.

Records must be maintained for 3 years after the completion of the course or program.